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BEGINNERS   Adobe Acrobat for Lawyers

The email address, info@starklaw library.org really works! TRY IT!!

"Litigators can probably benefit from PDF files more than anyone." [1]

Ernest Svenson wrote a great article about Acrobat for LLRX.com in which he discusses how it can help lawyers. The following is a summary. The full article is located at: <http://www.llrx.com/features/adobeforlawyers.htm>.

When you have visited our website <http://www.starklawlibrary.org> and gone to the newsletter page you have seen PDF files for each issue of "Legally Speaking," expanded copies of "info@starklawlibrary.org" and selected bibliographies. The newsletter page also contains a link to download the Adobe Acrobat Reader which is free and necessary to read any PDF file.

We use PDF files because they are very difficult for a reader to alter, they retain all our formatting including graphics, allow us to add active links to all web references, and are cross-platform files, which means that if you create your PDF file using Windows it can be viewed by or sent to someone who uses a Macintosh or any other operating system.

What advantages are there for you to use PDF files?

Transactional lawyers often work with other lawyers by sending drafts of their work to the other side and then exchanging proposed revisions. By sending a PDF file instead of a word processing document you don't have to compare the original to the new

document to find out what changes may have been made to it by the opposing lawyer. Because a PDF file is unalterable and retains its original formatting the opposing lawyer can call you and suggest changing paragraph two on page 25 and you will literally "be on the same page."

Svenson says that "Litigators can probably benefit from PDF files more than anyone." [1] And here's how:

1. PDF is an alternative to programs like Summation (which don't justify their expense for small cases/firms).
2. In a small case of about 1000 or less pages of documents from your client, you can scan into PDF format and using a plug-in that goes with Acrobat called StampPdf, <http://www.appligent.com/newpages/stamppdf_batch.html>, you can add bates-stamp numbering electronically to the documents in about three minutes (saving your paralegal hours of work!).
3. As you read through the document you can bookmark pages to come back to or add notes. And if you are working on the case with other people, and they have the full version of Acrobat, they can add comments, which are searchable by author, so you can see everything that each one had to say about the document.

BEGINNERS   Acrobat (Continued)

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4. At a deposition when your opponent pulls out one of the documents that you produced, and wants to use it with the witness, just ask him for the bates-number and hit the shortcut on Acrobat that directs you to page 505. There you will have all of your notes at the tips of your finger and can add more as the deposition continues.
5. If you are the one taking the deposition, you can use bookmarks to skip from place to place where the points that you wanted to discuss were located. Again, you could make notes if the deponent said something that was important.
6. An additional plus is that Westlaw and LEXIS will send you cases in PDF format if you want all of the advantages over a Word document.

The author goes on to explain how PDF files are created and the difference between TIFF and PDF files. Basically, they are very similar and are easily converted between one and the other.

INTERMEDIATE   Make Routine Back-ups

In light of the tragedy on September 11, the importance of backing up your computer files has taken on a new importance. But remember that there are a lot of little things that can cause your computer files or the entire computer to go down! A power surge, a virus, or even coffee spilled on the computer, can wipe out your whole hard drive. Or, a smaller, more common mistake such as carelessly over-writing or deleting a file or folder, can cause a lot of problems.

> The most important part of your computer is the data stored inside it. Unfortunately, that data is often the most vulnerable part of the machine. [2]

Before making any back up decisions, there are a few things you should consider. Your computer is made up of three components: data, programs and its operating system. Backing up all of your files is a no-brainer.

You may or may not choose to back up the other two. Some computer experts think that a "data-only" backup is better because over time your computer builds up a lot of unused programs and data that slow down your computer and take up memory. But you must have all of your original CDs stored together somewhere safe, and remember where. Backing up data alone
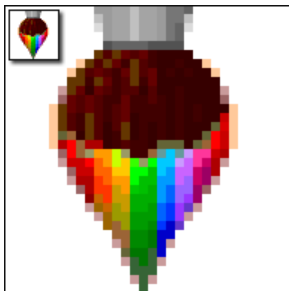
INTERMEDIATE   Back-up (Continued)

Tools of the Trade
By Joel Zand, Esq.

**CAN YOU
BOTHER NOT
TO BACKUP?
DON'T EVEN
THINK
ABOUT IT**

At: <http://
practice.findlaw.
com/archives/
tooltalk_0602.
html>

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is a lot faster, but reinstalling from original CD's is going to take a considerable amount of time.

One tip: if you have a Zip, Jaz, or CD-R/RW drive, create a disk to hold all the patches, updates, and other things you download over time. That will make updating your reinstalled applications much faster. [3]

The other option is to include everything on your computer with each backup. Obviously this option will take more time up - front. The advantage of this option is that restoring your computer will be a breeze compared to a "data-only" backup.

There are a lot of back up applications on the market. Check out the product reviews and/or downloads at:

- **Cnet** at: <http://www.cnet.com/ frontdoor/0-1.html?tag=hd_ts>
- **ZDNet** at: <http://www.zdnet.com/ products/> and/or
- **epinions** at: <http://www.epinions. com/cmsw-Software-All-Back_Up- Software>

Jim Seymour, a writer for PC Magazine recommends a product that combines the best of both options. He suggests purchasing a 120GB Maxtor 3000LE USB 2.0 external drive for about $300 and copy everything from your primary drive to the external Maxtor drive. It can back up a 100GB drive in about 20 minutes. [4]

ADVANCED   Graphics 102: Graphic File Formats

Vector vs. Bitmap images, GIF, JPEG, PNG, and TIFF files, these are the most important of the confusing "alphabet soup" that includes more than 40 different graphic formats! If you are thinking - "Why should I know this?" - think of your Power-Point presentations and the graphics you include. Don't you want the best quality images?

Any discussion of graphic files must begin with the difference between bitmap and vector images. Vector images are made up of many individual, scalable objects. These objects are defined by mathematical equations rather than pixels, so they produce a higher quality image and

resizing has no effect on their quality. But vector images are usually cartoon-like because their individual objects can not reproduce the gradual, subtle tones of a photograph.

Bitmap images, also known as raster images, are made up of pixels in a grid. Pixels are tiny dots of individual color that make up what you see on your screen. All these tiny dots of color come together to form the images you see. Making a bitmap graphic smaller is no problem, but it's difficult to increase the size without sacrificing the quality of the image as you can see in the example of a pen tip on the left.

Advanced   Graphic File Formats (Continued)

Using the best graphic format will improve your PowerPoint presentations.

Converting between bitmap formats (and there are plenty of them, GIF (*graphics interchange format)*, JPEG (*Joint Photographic Experts Group)*, PNG (*Portable Network Graphics)'* and TIFF (*tagged image file format)* are all bitmap images.) is as simple as opening the image and using the *Save As...* command to save it in any other bitmap format supported by your software.

Next month's Advanced section will discuss the differences between these bitmap formats and when to use each.

In the meantime, I found a very good tutorial which illustrates "how to get the best from bitmap graphics for 'on-screen' or projected PowerPoint® presentations." [5] It is located on the web at: <http://www.powerpointbackgrounds.com/powerpointgraphics.htm>. Although it concentrates on backgrounds, the theory is the same for graphics.

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FOOTNOTES

[1] Svenson, Ernest. "Adobe Acrobat For Lawyers." LLRX.com Features. 17 June 2002. Law Library Resource Xchange, LLC. 8 July 2002. <http://www.llrx.com/features/adobeforlawyers.htm>.

[2] "Backup Basics: CNET Reviews 5 Data-Saving Apps." cnet Software. 1995-2002 CNET Networks, Inc. 10 July 2002. <http://www.cnet.com/software/0-806180-8-8131383-1.html?tag=st.sw.7251414.bhed.806180-8-8131383-1>

[3] "Back It Up: Before You Begin." cnet Software. 1995-2002 CNET Networks, Inc. 10 July 2002. <http://www.cnet.com/software/0-806180-7-2376964.html?tag=st.sw.806180-7-2376967.subdir.806180-7-2376964>

[4] Seymour, Jim. "Update Your Backup Plan." PCMagazine. 2 April 2002. Ziff Davis Media Inc. 10 July 2002. <http://www.pcmag.com/article2/0,4149,19057,00.asp>

[5] "Tutorial About Graphics, Bitmaps, Scanning & Digital Cameras for On-Screen or Projected Presentations." Awesome. 23 May 2002. "By Default!" 11 July 2002. <http://www.powerpointbackgrounds.com/powerpointgraphics.htm>